

## **Human and Community Resource Development Policy on Visiting Faculty and Scholars**

Visiting faculty and scholars enhance the academic culture of the department through collaborations with HCRD colleagues, facilitating scholarly exchange, and contributing to the diversity of the department. This policy is designed to clarify the selection process to enhance the visitor's experience, while maximizing the benefits to HCRD.

1. The department strives for a coordinated approach to visiting faculty and scholars, seeking high quality visits that provide enhanced experiences for the visitors and the department. The department will provide faculty hosts/collaborators and a working environment that is positive and conducive to high productivity. Visitors are expected to engage in meaningful collaborations with HCRD personnel and to contribute to the academic life of the department. Visitors who do not demonstrate a willingness to implement their plan of work will have their visiting status terminated and will be reported to the proper authorities.
2. An application will be requested to provide the department with information needed to judge the potential for the visitor to contribute to a productive scholarly exchange. An HCRD faculty member must agree to the proposed working relationship. The visiting scholar applicant should submit a plan of scholarly endeavor that is endorsed by the faculty member(s) and is consistent with the department's vision. Visiting faculty/scholars are expected to prepare and present a seminar for department faculty/graduate students.
3. The following materials should be submitted to provide information regarding the purpose of the visit and the qualifications of the applicant. An application form will be available on the HCRD web site and may be submitted electronically.

Visiting faculty/scholar applicants should provide the following:

- X Curriculum vita
- X Name(s) of potential HCRD faculty collaborator(s)/host(s)
- X Statement of purpose, objectives, and plan of work
- X Anticipated arrival and departure dates
- X Statement of amount and source(s) of funds to support the visitor

The HCRD faculty collaborator(s)/host(s) will be asked to provide a letter including statements of:

- X Willingness to host the visitor
- X Expected academic benefits to faculty, graduate students, and/or HCRD
- X Anticipated scholarly products (e.g., articles, papers, monographs, etc.)

4. The department chair will make a recommendation to the Dean regarding the approval of any visit. Because resources for visitors are limited, selection of visitors is a competitive process seeking to approve only the most promising visits. Persons interested in being considered for a visiting faculty/scholar position are encouraged to apply well in advance of the intended leave.
5. If a visiting faculty/scholar is recommended by the HCRD Department Chair, FAES College approval is required. The college determines the title and rank of visiting faculty. An IAP-66 Request for J-1 Visiting Scholars must be completed at this time. For International Visiting Faculty/Scholars, the Department will fill out Part A. Part B must be filled out by the Visiting Faculty/Scholar and submitted along with financial evidence, bank statement, and a copy of the current immigration documents (if they are using personal funds for support during their stay). Once this is completed, the application will be submitted to the university for approval. Invitations to visitor status in the department will be issued only after all necessary approvals have been obtained.

6. The department will make every effort to provide the following resources to approved visitors.
- X Workspace and file storage (depending on availability and work plan)
  - X Access to local telephone service
  - X Computer and printer access (may be shared via the department computer laboratory)
  - X A University e-mail account
  - X OSU visitors ID to provide access to OSU facilities (e.g., library, computer account, internet access, campus bus service, recreation, and sports facilities, etc.)

Visiting faculty/scholars must arrange for their own living accommodations.

The following resources may be available, but only at the visitor's expense:

- X Long distance and international telephone service
- X Photocopying
- X Parking stickers
- X Health Insurance
- X Secretarial support

7. The department seeks to attract highly successful faculty to undertake sabbatical leaves at Ohio State, targeting persons who have the potential to make a significant contribution to academic programs in the department and to their home institution, agency, and/or country.
8. Visiting faculty/scholars are encouraged to provide financial resources (i.e., visitors fee) to offset a portion of the direct and indirect costs associated with their visit. Such visitor fees average about \$1,000 per month and are split 75% to the faculty collaborator(s)/host(s) and 25% to the department. Visitor fees are not required; however, financial considerations will be a factor in the approval process.

## Visiting Faculty/Scholar Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Telephone No. (including country code): \_\_\_\_\_  
Home Phone Work Phone

Fax No. (including country code): \_\_\_\_\_

Email address: \_\_\_\_\_

Visiting Faculty/Scholar Program Title: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Program Summary (one paragraph of 75 words or less):

Program Objectives (specify scholarly products):

- 1.
- 2.
- 3.
- 4.
- 5.

**OSU Faculty Collaborator(s)/Host(s):**

\_\_\_\_\_  
(Sign and Date)

\_\_\_\_\_  
(Sign and Date)

\_\_\_\_\_  
(Sign and Date)

\_\_\_\_\_  
(Sign and Date)

\_\_\_\_\_  
(Sign and Date)

**Financial Support Available to Applicant:**

Source: \_\_\_\_\_ Amount/month (U.S.\$) \$ \_\_\_\_\_ /month

Source: \_\_\_\_\_ Amount/month (U.S.\$) \$ \_\_\_\_\_ /month

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Source: \_\_\_\_\_ Amount/month (U.S.\$) \$ \_\_\_\_\_ /month

Total Support Available (U.S.\$): \$ \_\_\_\_\_

Total amount of Visitor Fee (Payable to HCRD in U.S. dollars) \$ \_\_\_\_\_

Note: Please submit a copy of your curriculum vita with this application.

Send to: Department Chair  
Human and Community Resource Development  
208 Agricultural Administration Building  
The Ohio State University  
2120 Fyffe Road  
Columbus, OH 43210  
(614) 292-7007 (FAX)